

## Training

# Quick Reference Card - Queries I: Get answers with queries

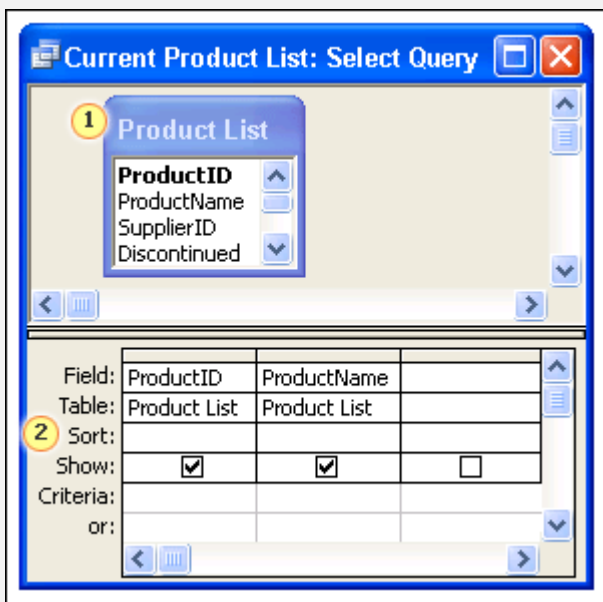


A wizard guides you through creating a query.

## Create a query with the wizard

The wizard gives you a head start in setting up your query's structure, by prompting you to select tables or queries and their fields, then building your choices into a query.

The wizard doesn't prompt you to enter query criteria. If you want to limit your query results with criteria, the wizard can take you to Design view, where you can enter criteria.



## Create a query in Design view

Creating a query in Design view gives you total control. You select the tables or queries to work with, you drag the fields you want onto a grid, and you enter the criteria to limit the query recordset.

In Design view, you can either create a query from scratch or refine an existing query.

## Create a query from scratch

In Design view, you select the tables or queries that contain the fields you want to use.

Then you drag those fields to a grid, or double-click the fields to add them to the grid. The fields can come from just one table, or from multiple tables.

After you have added your fields, you specify your criteria and other settings that control display of the query results.

## A query in Design view

- 1 Design view shows the tables or existing queries that you can base your query on...
- 2 ...and a grid where you can add criteria and modify your query.

## Refine a query

When you refine a query in Design view, the fields are already in place. However, you can easily modify the field selections. Click the name of a field in the query, and an arrow will appear next to it. Click the arrow, and a list of fields will appear, from which you can choose.

Once you have made any changes you want to the fields used in the query, you can add or change criteria in the query grid.

## Test your query

Regardless of how you create a query, it's convenient to test it in Design view. That way, you can easily tweak your query if you don't get the results you want.